Increasingly, hospitals and medical centers are requiring that student interns provide proof of professional liability insurance before a placement can begin. In addition, they usually need a completed background check, proof of certain immunizations and specialized training to be completed. During the field placement interview, students need to inquire about required liability coverage, background checks and specialized training (e.g., airborne pathogens, universal precautions).

**Liability/Malpractice Insurance Coverage**
UNI does not provide students with liability coverage during the social work field placement. The Field Instruction manual addresses the department’s policy: “Social work undergraduate and graduate students are strongly urged to have a liability/malpractice insurance policy purchased before they begin their field placement experience. Students can purchase liability coverage for field through NASW’s Insurance Trust. The social work department has applications to NASW and the NASW Insurance Trust.” Students need to be NASW members before they can purchase its liability insurance for field placement. This process can take weeks and should therefore, be pursued immediately. Please contact the department’s undergraduate secretary, Ann Thill, for these applications.

**Immunizations**
The social work department does not give immunizations nor keep any records of student immunization history. It is the student’s responsibility to inquire about which immunizations are required for the field placement and to secure any ones needed.

**Specialized Training**
Hospitals often want students to have specialized training in medical related matters (for example, occupational exposure to blood borne pathogens and basic cardiac life support skills). The social work department does not provide training or orientation on medical specialized training nor does it keep records on any medical training students may have completed outside the department. *Ask the field agency* what is required of you.

**Background Checks**
If required, the agency needs to do this or may require the student to gather this information.

**Student Health Insurance**
Hospitals may want proof of student health insurance to cover emergency health care for illnesses or injuries resulting from the field experience.

*Ask the agency* what system they use to conduct background checks.
**Social Work Field Placements at Hospitals/Medical Centers**

All testing, vaccinations and fees are at the cost of the **student**.

<table>
<thead>
<tr>
<th>What may be required:</th>
<th>Resources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ <strong>Health Checks</strong></td>
<td>Check with family doctor for documentation</td>
</tr>
<tr>
<td>- Physical Examination</td>
<td>OR</td>
</tr>
<tr>
<td>- TB skin test</td>
<td>Go to family doctor for testing</td>
</tr>
<tr>
<td>- German Measles (Rubella), Measles (Rubeola), Mumps, (MMR)</td>
<td>OR</td>
</tr>
<tr>
<td>- Chicken Pox (Varicella)</td>
<td>Make an appointment with the UNI Health Clinic (319) 273-2009</td>
</tr>
<tr>
<td>- Hepatitis B Vaccine</td>
<td></td>
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<tr>
<td>- Influenza</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>□ Iowa Criminal Background Check</th>
<th>□ SING Background Check (Iowa Criminal History, Iowa Sex Offender Registry, Iowa Dependent Adult &amp; Child Abuse Registry)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Be sure to inquire as to which background check your site prefers</em></td>
<td></td>
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</tbody>
</table>

**Iowa Criminal Background Check**: Iowa Department of Public Safety.

- Here is a link to the FAQ page for the Iowa Department of Public Safety. https://dps.iowa.gov/frequently-asked-questions
- Here is a direct link to the background check process and forms the student will need through the Iowa Department of Criminal Investigations: https://dps.iowa.gov/divisions/criminal-investigation/criminal-history/record-check-forms

The fee for a record check is $15 per last name. Background checks can be done in-person, by mail or fax. Please download and complete both a Request Form and Billing Form, and submit a signed waiver form from the person being checked.

**SING**: Provides information from the Iowa Criminal History and Sex Offender Registry (SOR) information held by the Dept. of Public Safety / Division of Criminal Investigation (DCI), Department of Human Services’ (DHS) Central Abuse Registry for Child and Dependent Adult Abuse, as well as Professional License information.

Students can get their background checks completed through UNI’s Office of Teacher Education. Here is the link to the directions and forms needed.

https://teached.uni.edu/uni-teacher-education-background-check-procedures

The students would just click on the "SING Background Check Forms" and print them off. They would then fill out the forms, specifically where there are "stars" next to each line. Finally, they can bring the forms into or mail them to the Office of Teacher Education--152 SEC along with $15.00 (has to be exact money--we don't have change in the office--or a check). We will then use the money to pay the Dept of Human Services and complete the
check. Once the background check comes back positive we will issue a certificate of completion. Questions? Call 319-273-2614.

- **10-Panel Urine Drug Screen (see below)**
  If the drug screen is positive, he/she will not be permitted to participate in a placement. He/she may re-apply for a clinical placement after twelve (12) months have elapsed.
  - Wheaton Franciscan Arrowhead Occupational Health Clinic: (319) 575-5600, 226 Bluebell Road Family Practice, Cedar Falls, IA, approx. $45, walk in, 7 a.m. to 7 p.m.
  - UnityPoint Occupational Health Department: (319) 235-3941, 1825 Logan Avenue, Waterloo, IA, approx. $70, walk in, 7 a.m. to 5 p.m.

- **Certified in Basic Life Support (Health Care Provider level with AED)**
  - UNI Wellness Center (Info line 273-2391 or www.uni.edu/wellrec/cpr_aed), approx. $70 for UNI students
  - American Red Cross (find a location near you: www.redcross.org/take-a-class), approx. $75
  - Hawkeye Community College, 4 hour class for $50, 3 hour recert for $40, contact Jennifer Hoelscher at (319) 296-2329 Ext. 3017
  - CPR with AED online program: www.icpri.com, approx. $20

- **Dependent Adult & Child Mandatory Reporter Training**
  Beginning July 1, 2019, only the Iowa Department of Human Services has been approved to provide the Adult and Child Mandatory Reporter training to the 350,000 mandatory reporters in the state. (POC: Kramer, Erin)
  1. Go to: https://dhs.iowa.gov/child-welfare/mandatoryreporter
  2. Create a new account (Put Jenny Becker as your supervisor, email is jennifer.becker@uni.edu)
  3. Complete the online Child Abuse Mandatory Reporter Training (2.4 hours) and/or Dependent Adult Abuse Mandatory Reporter Training (2.4 hours).

  Please note: You are advised to use Chrome and close all other browsers on your computer. You must watch 100% of each training video to receive credit and move to the next video module. You must also complete the course evaluation in order to receive the certificate.

- **Documentation of Professional Liability insurance**
  NASW (www.socialworkers.org/join)
  - Purchase full membership for students (approx. $60/year, can confirm that through membership services at 800-742-4089).
  - Once a student member, liability insurance (www.naswinsure.com) - $15/year for $1 million / $5 million in coverage
  - Customer service 888-278-0037, Monday through Friday, 7 am to 7 pm, CST.

  - approx $67 for BSW or MSW student for $1 million/$3 million coverage

  Healthcare Providers Service Organization (https://www.hpso.com/)
  - $1,000,000 each claim / $3,000,000 annual aggregate
  - As low as $35/year

  STUDENTS SHOULD CHECK WITH THEIR SITE AS TO THEIR PREFERENCE FOR PROVIDER.

- **Universal Precautions**
  Online Bloodborne Pathogens training ($35) through the American Red Cross (https://www.redcross.org/take-a-class/classes/bloodborne-pathogens-training-online/a6R0V00000015FUN.html). Designed for those who are at risk for on the job
exposure to blood and other bodily fluids in the workplace. The course teaches staff how bloodborne pathogens are spread, how to avoid exposure and what to do if exposed to infectious material. This course is one of the requirements of the OSHA Bloodborne Pathogens Standard. After taking this course, students should talk with their employer about their workplaces specific policies and procedures. Those who complete the training receive a Bloodborne Pathogens Training certification valid for one year.

**OSHA Bloodborne Pathogens Certificate Course ($24.95)**

We offer an OSHA 1-hour Bloodborne Pathogens Exposure Control Certificate course that provides specialized and in-depth training for your industry. Learn about Bloodborne Pathogens and how to avoid exposure, learn how to create and implement an exposure control plan and how to train and teach your employees. You will know OSHA's standards and regulations and be able to apply them to best fit your needs.

**STUDENTS SHOULD CHECK WITH THEIR SITE AS TO THEIR PREFERENCE FOR COURSE.**

<table>
<thead>
<tr>
<th><strong>Health Insurance Portability and Accountability Act (HIPAA) training</strong></th>
<th><a href="https://www.hhs.gov/hipaa/for-professionals/training/index.html">https://www.hhs.gov/hipaa/for-professionals/training/index.html</a> (free online training provided by U.S. Department of Health &amp; Human Services)</th>
</tr>
</thead>
</table>
| **FAMILY EDUCATIONAL RIGHTS PRIVACY ACT (FERPA)** | [https://studentprivacy.ed.gov/content/online-training-modules](https://studentprivacy.ed.gov/content/online-training-modules)  
| **Telehealth** | [https://www.telework.gov/training-resources/telework-training/](https://www.telework.gov/training-resources/telework-training/)  
[https://telementalhealthtraining.com/course-offerings/product/don-t-fail-your-hipaa-audit-webinar-12-1-17-1pm-est](https://telementalhealthtraining.com/course-offerings/product/don-t-fail-your-hipaa-audit-webinar-12-1-17-1pm-est)  
Telehealth and HIPAA Security Compliance for Mental Health Professionals ([https://personcenteredtech.com/](https://personcenteredtech.com/)) |

Example of what a student had to do on their own & at their cost to get qualified to intern at a hospital (Jan 2021):

- Attend dependent adult abuse and child abuse mandatory reporting training – both were free through Iowa DHS, 2-2 1/2 hours each to complete.
- The criminal background check cost $31 and was done within 24 hours.
- Blood Borne Pathogens training through the Red Cross was $35 and fairly easy to complete.
- Flu shot was free of course as was getting my vaccination records, but have to make time to run into your doctor to pick them up or have them sent in the mail.
• TB test cost $85 and was a simple blood draw but did take about 5 business days to receive the results and have to pick these up in person or ask for them to mailed.
• Health physical cost $35 however I know it can be free just depends on if your insurance is able to cover it or not.
• Professional liability insurance through the NASW - $60 to become a member and then an additional $15 for the professional liability coverage.
• Recommendations: Get your appointments scheduled as it can take a little bit of time to get the results back or get in to be seen.